

TOWN OF HOPKINTON

JOB DESCRIPTION

Building Maintenance Person

JOB SUMMARY: Performs various tasks as assigned by the Superintendent of Buildings and Grounds in the maintenance of Town buildings and day-to-day trouble shooting and repairs
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SUPERVISION RECEIVED: Works under the supervision of the Superintendent of Buildings and Grounds

SUPERVISION EXERCISED: None

TYPICAL EQUIPMENT USED: Motor vehicles, small manual and power tools, snowblower, some specialized tools, vacuum cleaner, hand tools, computer, telephone.

ENVIRONMENT: Inside: 75% Outside: 25%

DUTIES AND RESPONSIBILITIES:

The following statements are intended to describe the general nature and level of work being performed by people assigned to this job. The following is not intended to be an exhaustive list of all responsibilities and duties required.

Performs a variety of maintenance and repair work on Town buildings.

Responsible for checks of buildings, equipment, and performs routine diagnostics

Assists in responding to emergency building problems on a 24/7 basis, evaluates the situation, fixes the problem or notifies Superintendent of Buildings and Grounds and/or building manager.

Assists and identifies the necessary materials and supplies required to perform maintenance tasks for all Town buildings.

Performs minor carpentry work such as: repairs to floors, doors, walls, windows, and other structural members.

Performs minor plumbing repairs such as: Changing faucet washers, stems, seats, repairing toilets, and unplugging drains.

Performs floor tile work as required.

Performs minor electrical repairs and installation work when necessary to assist a licensed electrician.

Performs both inside and outside painting.

Assists in moving heavy objects such as: furniture and equipment for meetings, elections, and a variety of other purposes.

Assists ground maintenance staff during summer months with special projects or emergency situations.

Performs winter maintenance tasks including plowing, shoveling, sanding and salting during storms when necessary.

Responds to after hour weather and other emergencies on an on-call basis.

Familiar with and executes safe work procedures associated with assigned work.

Maintain effective working relationships with other employees and the public.

Performs other related duties as assigned or required.

TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS: High School diploma or equivalent required. Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for at least one to two years. Possession of, or ability to readily obtain a valid driver's license issued by the State of New Hampshire. Ability to read, write and perform basic mathematical calculations.

OTHER CONSIDERATIONS AND REQUIREMENTS:

This position is a full-time hourly employee of the Town of Hopkinton.

This position is a Grade 10 (\$20.01-\$28.02) on the Town of Hopkinton Pay Scale.

This position requires 24 hour per day availability including working nights, weekends and holidays to deal with weather events and emergencies.

Candidate will be required to go through a complete background check and is subject to DOT random drug testing.

EVALUATION: Annually by the Superintendent of Buildings and Grounds